Communities That Care

Training of Coordinators

Overview: Phase Two

Participant's Guide

Module 4

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Module 4

Communities That Care

Overview: Phase Two

Training of Coordinators

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Module 4 goal

Communities That Care

To prepare you to coordinate and support the efforts of the Key Leader Board and Community Board through Phase Two.

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Objectives

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Participants will be able to:

1. Carry out the Coordinator's responsibilities during the Key Leader Orientation.

2. Carry out the Coordinator's responsibilities during the Community Board Orientation.

3. Establish guidelines for effective meetings.

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The Key Leader Orientation

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The training will give participants:

- an overview of the research-based *Communities That Care* prevention-planning system

- an understanding of how the community can benefit from using this system to guide prevention planning and implementation.

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Selecting a Champion — Communities That Care

Use the Potential Champions worksheet in *Tools for Community Leaders*.

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Opening the Key Leader Orientation

Communities That Care

When opening the training, the Champion:

• welcomes participants

• gives a brief overview of the *Communities That Care* process

• publicly states his or her commitment to the *Communities That Care* process

• describes the role he or she will play in implementing the *Communities That Care* system

• introduces the training team.

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The Personal Action Plan

Communities That Care

- objectives

- actions to help meet objectives

- other people in the community who may help

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Personal Action Plan

My objective:

Actions to meet objective:
1.
2.
3.
4.
People who can help:

My objective:

Actions to meet objective:
1.
2.
3.
4.
People who can help:

Key Leader Commitment Form

Communities That Care

Key Leader

Participants will identify:

- their community vision

- their skills.

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Key Leader Commitment Form

My vision/goals for my community:

_____

_____

_____

_____

Skills that I can bring to the *Communities That Care* effort in my community:

_____

_____

_____

_____

My commitment:

At the *Communities That Care* Key Leader Orientation, I learned about the prevention-science research base, the *Communities That Care* implementation process, and the benefits and results that the *Communities That Care* prevention-planning system can bring to my community. I also learned that, as a member of the Key Leader Board, my responsibilities will include:

- engaging other Key Leaders

- establishing a Community Board

- overseeing implementation of the *Communities That Care* system

- educating the community about the *Communities That Care* system

- holding the Community Board accountable

- building school district support for the *Communities That Care Youth Survey*

- providing access to community resources and information

- supporting implementation of the Community Action Plan.

I have considered these factors, as well as my vision and goals for my community and the skills I can bring to the effort.

I would like to commit to involvement in the *Communities That Care* process. I understand that this commitment lasts for the duration of my position as a community leader.

Signature: _____ **Date:** _____

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Activity:
Securing Key
Leader commitment

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- Get into pairs.

- Persuade the Key Leader to commit to the process.

- Discuss what worked and what didn't.

- Switch roles and repeat the process.

- Share responses.

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Key Leader Commitment Worksheet

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Coordinator and Key Leader: _____

_____

Role-play #1

What benefits did the Coordinator highlight for the Key Leader?_____

_____

_____

What objections or reasons for resistance did the Key Leader have?_____

_____

_____

What worked and what didn't in this interaction? _____

_____

_____

Role-play #2

What benefits did the Coordinator highlight for the Key Leader?_____

_____

_____

What objections or reasons for resistance did the Key Leader have?_____

_____

_____

What worked and what didn't in this interaction? _____

_____

_____

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Key Leader next steps

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- current readiness work

- additional readiness work

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Identifying additional Key Leaders

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Participants will:

- compile a list of additional potential Key Leaders

- determine how potential Key Leaders will be contacted.

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Additional Community Board members

Communities That Care

Key Leaders will:

- identify potential Community Board members

- determine how potential Community Board members will be contacted.

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Working with Community Board members

Community Board members may want to know how their organization—and the community—will benefit from their involvement in the *Communities That Care* effort.

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Activity: Working with Community Board members

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- Get into pairs.

- Each participant choose four groups and explain why the *Communities That Care* system is beneficial to them.

- Each participant share his or her answers.

- Share answers with the larger group.

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Community Board Recruiting Worksheet

Government	Religion

Law Enforcement/Justice System	Social Services

Business	Culture/Diversity

Education	Other (such as health or media)

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Key Leader final steps

Communities That Care

Tasks to address before the Community Board Orientation include:

- addressing outstanding readiness issues, including support for the *Communities That Care Youth Survey*

- securing planning resources

- recruiting additional Key Leaders (if necessary) and establishing a Key Leader Board structure

- recruiting Community Board members and holding the Community Board Orientation.

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The Community Board — Communities That Care

- Phase Two: The Community Board Orientation
- Phase Three: Developing a Community Profile
- Phase Four: Creating a Community Action Plan
- Phase Five: Implementing and Evaluating the Community Action Plan

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Introducing the Community Board Orientation

The Champion or a Key Leader discusses:

- why Community Board members were chosen

- why the effort is important

- expectations for the Community Board

- role of the Key Leaders.

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Two types of readiness

Communities That Care

- attitudinal

- structural/organizational

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Additional Community Board work

Communities That Care

Module 4—Ways to engage additional Key Leaders (if more are needed)
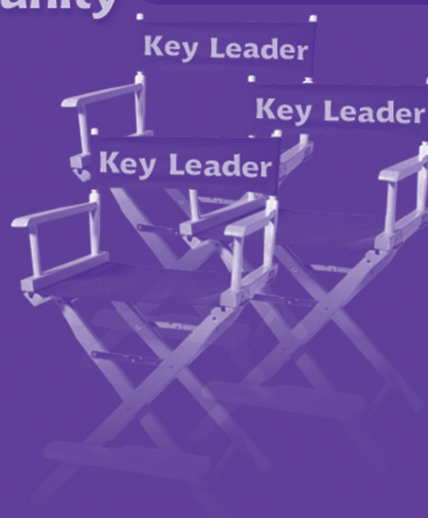
Key Leader
Key Leader
Key Leader

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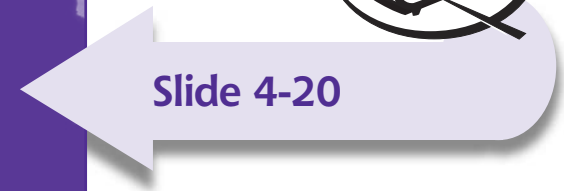
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Establishing effective support and communication

Communities That Care

External communication:

• summaries of the Community Board's work

• the structure and workings of the Community Board

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Key Leader final steps

◯ Communities That Care

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Establishing internal communication

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- Keep all board members informed about meeting dates, times and locations.

- Distribute agendas to all board members before each meeting.

- Issue progress reports to update board members on milestones and benchmarks achieved, obstacles and next steps.

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Community organization for the *Communities That Care* system

Communities That Care

Community

Key Leader Board

Coordinator

Community Board

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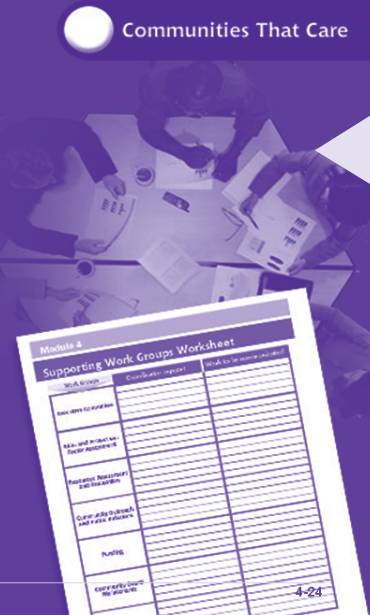
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Activity:
Supporting work groups

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- Review the Work Group Descriptions sheet in your Participant's Guide.

- Identify one way a Coordinator can support each group.

- Identify one way a Coordinator can help foster communication between work groups.

- Share answers.

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Notes

Supporting Work Groups Worksheet

Work Groups	Coordinator support	Work to be communicated
Executive Committee		
Risk- and Protective-Factor Assessment		
Resources Assessment and Evaluation		
Community Outreach and Public Relations		
Funding		
Community Board Maintenance		
Youth Involvement		

Work Group Descriptions

The following work groups will carry out tasks for the Community Board. Because of special needs, some communities will have a different structure with slightly different responsibilities, but the following is a basic structure followed by many.

Work Groups

Executive Committee
The Community Board Executive Committee includes the positions of Chair, Vice Chair, Recorder and Coordinator. It may also include chairs from the other work groups. This group sets an agenda for the Community Board, provides oversight and accountability for Community Board activities, and reports regularly to the Key Leader Board on progress related to milestones and benchmarks.

Risk- and Protective-Factor Assessment
The Risk- and Protective-Factor Assessment work group collects risk- and protective-factor data, analyzes the data to identify priorities, and helps the Community Board and/or stakeholder groups complete the prioritization process.

Resources Assessment and Evaluation
The Resources Assessment and Evaluation work group inventories and assesses existing resources that address the community's identified priorities. It identifies gaps in current responses to priorities, in preparation for selecting tested, effective programs, policies and practices.

Community Outreach and Public Relations
The Community Outreach and Public Relations work group involves stakeholders, promotes the *Communities That Care* system, and educates and updates the Key Leader Board, stakeholders and public about the work of the Community Board.

Funding
The Funding work group identifies funding needs. It manages the acquisition and use of public and private funds. These funds are used for planning and for the implementation and evaluation of the selected programs, policies and practices.

Community Board Maintenance
The Community Board Maintenance work group builds and sustains a healthy and effective Community Board, including finalizing the Community Board's organizational structure, establishing communication and reporting protocols, and developing a process for recruiting and educating new Community Board members.

Youth Involvement
The Youth Involvement work group recruits youth for all aspects of the *Communities That Care* effort. It works with other work groups to identify diverse roles for young people, skills and training needed by young people, and appropriate recognition.

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Guidelines for effective meetings

○ Communities That Care

- Set time limits.

- Start on time.

- Follow the agenda.

- Follow the ground rules.

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Notes

Post ground rules at each meeting.

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1. Everyone gets a chance to talk.
2. One person speaks at a time—no interrupting.
3. It's OK to say what you think or feel.
4. No one *has* to talk.
5. Everyone has to listen.
6. No put-downs.
7. Ask for what you need.

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Community Board next steps

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- Participants will need to complete the Community Board Next Steps worksheet.

- You will ensure that copies of work plans are collected and distributed.

- You will note the next date when each group will meet.

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Notes

Next up

How the role of the Coordinator will continue to evolve over the life of the *Communities That Care* system

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